



## MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training webinars to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills, and competencies of MCG employees.

### May 2021 Training Opportunities – Space Available

Join OHR for these professional development live training webinars.

For computer training schedule list, click [here](#).

Webinar Title	Audience	Date	Time
<b>Contract Negotiation</b>	Mandatory for all Contract Administrators	May 4	9 a.m. – 1 p.m.
<b>ERS Applying for Retirement-A,E,F,G,H,J – Retire on 12/1/20</b>	All Employees	May 5	9:30 – 11 a.m.
<b>Managing Employee Performance Online</b>	Supervisors and Managers	May 6	9 a.m. – 11 a.m.
<b>datamontgomery Open Lab Training</b>	All Employees	May 11	10 a.m.– 11:30 p.m.
<b>Saboteurs – How to Build Mental Fitness</b>	All Employees especially those who aspire to leadership positions	May 12	12 – 1 p.m.
<b>Ensuring Accountability in Timekeeping Managers and Supervisors</b>	Mandatory for Supervisors, Managers, HR Liaisons and Timekeepers	May 14	9:30 a.m. – 12 p.m.
<b>Aspiring Leaders Discussion</b>	All Employees	May 18	1 – 2 p.m.
<b>Enhanced Employment Application and Qualification Process</b>	All Employees	May 18	2 – 4 p.m.
<b>Using Reason to Resolve Conflict</b>	All Employees	May 19	9 – 11 a.m.

<b>ERS Planning for Retirement- A,E,F,G,H,J</b>	All Employees	May 19	9:30 – 11 a.m.
<b>Health Insurance Planning for Retirement</b>	All Employees	May 19	11 a.m. – 12:30 p.m.
<b>Delegating Effectively</b>	Supervisors and Managers	May 19	11:15 a.m. – 1:15 p.m.
<b>Interviewing and Selecting Employees</b>	Mandatory for all Interview Panelist and Hiring Managers	May 19	1 – 4 p.m.
<b>Managing Multiple Generations in the Workplace</b>	Supervisors and Managers	May 19	1:30 – 3:30 p.m.
<b>EEO and Diversity Management</b>	Mandatory for Managers and Supervisors	May 20	9 a.m.– 12 p.m.
<b>Mastercard P-Card Training</b>	Employees who are authorized to use Purchase Cards as part of their job in MCG	May 20	1 – 3 p.m.
<b>Contract Compliance Programs</b>	All Employees	May 26	10 a.m. – 12 p.m.
<b>Preventing Workplace Harassment</b>	All Employees	May 27	9 a.m. – 12 p.m.

*FY21 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.*

## Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: **AccessMCGePortal**
- Contractors, volunteers **without** a MCG Computer Network Login: **AccessMCG ExtranetPortal**
- Enrollment Instructions: **Enroll in a Class**
- **Register no later than 48 hours in advance of the virtual class. The instructor will send a webinar link to all pre-registered participants 24 hours in advance of the class.**

## ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or **OLM.Admin@montgomerycountymd.gov** at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.

